

GOVERNMENT OF THE DISTRICT OF COLUMBIA POSITION VACANCY ANNOUNCEMENT

CHILD AND FAMILY SERVICES AGENCY OFFICE OF THE DEPUTY DIRECTOR FOR HUMAN RESOURCES

ANNOUNCEMENT NO: CFSA-04-A124

POSITION: Deputy General Counsel for Litigation,
DS-904-16

OPENING DATE: 08-02-04

CLOSING DATE: OPEN UNTIL FILLED

IF "OPEN UNTIL
FILLED," FIRST
SCREENING DATE: 08-13-04

SALARY RANGE: \$98,222 - \$121,406 Per Annum

TOUR OF DUTY: 8:15 a.m. - 4:45 p.m.
Monday - Friday

WORKSITE: WASHINGTON, D.C.

AREA OF CONSIDERATION: UNLIMITED

PROMOTION POTENTIAL: NONE

NO. OF VACANCIES: ONE (1)

AGENCY: CHILD & FAMILY SERVICES AGENCY (CFSA), OD, OGC, ODGCL

DURATION OF APPOINTMENT: ☒ Permanent ☐ Term (13 months to 4 years) NTE: Four (4) years ☐ Temporary
(Up to 1 year, Not-to-Exceed _____)

☒ This position IS NOT in a collective bargaining unit.

RESIDENCY PREFERENCE AMENDMENT ACT OF 1988: An applicant for an attorney position (DS-905) in the Legal Service who is a bona fide resident of the District of Columbia AT THE TIME OF APPLICATION, may claim a hiring preference over a non-resident applicant by completing the D.C. 2000RP, Residency Preference for Employment Form, and submitting it with the D.C. 2000, Application for Employment. To be granted preference, an applicant must: (1) be qualified for the position; and (2) submit a claim form at the time of application. Except for employees entitled by law to preference, preference will not be granted unless the claim is made at the time of application.

BRIEF DESCRIPTION OF DUTIES:

The Deputy General Counsel will have general oversight of the litigation activities of attorneys in the Child Protection Section of the Office of the Attorney General, which handles civil abuse and neglect cases, including advising OAG of policies and positions to be advocated for in court actions, and will serve as a liaison between CFSA and the Office of the Attorney General (OAG) to ensure a clear line of communication between the OAG and CFSA. The successful candidate for this position must have a JD degree, a working knowledge of the operations of the District government, supervisory experience, effective interpersonal skills, and effective oral and written litigation skills. The Deputy General Counsel is responsible for ensuring that the OAG attorneys consistent with District and federal laws, relevant memoranda of understanding and the LaShawn Modified Final Order and Implementation Plan implement the objectives of the Agency. The successful candidate must have a demonstrated knowledge of the federal and District public laws, including: Title IV-B and IV-E of the Social Security Act, the federal Adoption and Safe Families Act of 1977 and DC Adoption and Safe Families Act of 2000 and amendments thereto, the Prevention of Child Abuse and Neglect Act of 1977, the Child and Family Services Agency Establishment Amendment Act of 2001, and District of Columbia law pertaining to procurement and personnel.

QUALIFICATION REQUIREMENTS:

- One (1) year of specialized experience equivalent to at least the next lower grade, which has equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled.
- Applicants must be licensed to practice law in the District of Columbia or eligible for waiver.

AN EQUAL OPPORTUNITY EMPLOYER
(D.C. Standard Form 1226 (Revised 9/93))

SUBMISSION OF RANKING FACTORS

The following ranking factors will be used in the evaluation process. All applicants **MUST** respond to the ranking factors **ON A SEPARATE SHEET OF PAPER**. Please describe specific incidents of sustained achievements from your experience that show evidence of the level at which you meet the ranking factors that have been determined to be of importance for the position for which you are applying. You may refer to any experience, education, training, awards, outside activities, etc. that indicate the degree to which you possess the job-related knowledge, skills, and abilities described in the ranking factors. The information given in response to the ranking factors should be complete and accurate to the best of your knowledge. **FAILURE TO RESPOND TO ALL RANKING FACTORS MAY ELIMINATE YOU FROM CONSIDERATION.**

1. Knowledge of Federal and District legislation pertaining to children and families, including but not limited to: Title IV-B and IV-E of the Social Security Act; the Federal Adoption and Safe Families Act of 1977 and D.C. Adoption and Safe Families Act of 2000; and the Prevention of Child Abuse and Neglect Act of 1977;
2. Experience that demonstrates the capacity to manage a major litigation office;
3. Experience that demonstrates the capacity to provide legal advice on complex policy matters to senior level agency management; and
4. Skill in oral and written communication.

OTHER SIGNIFICANT FACTORS:

- Proof of membership in the D.C. Bar or waiver eligibility.
- Law school transcript (if out of law school fewer than 7 years)
- Legal writing sample required.
- Current Resume Required.
- List of three (3) references with current telephone numbers required.
- Completed D.C. 2000 Employment Application form
- Salary history and requirement must be included.

DRUG-FREE WORK PLACE ACT OF 1988: "PURSUANT TO THE REQUIREMENTS OF THE DRUG-FREE WORKPLACE ACT OF 1988, THE INDIVIDUAL SELECTED TO FILL THIS POSITION WILL, AS A CONDITION OF EMPLOYMENT, BE REQUIRED TO NOTIFY HIS OR HER IMMEDIATE SUPERVISOR, IN WRITING, NO LATER THAN FIVE (5) DAYS AFTER CONVICTION OF OR A PLEA OF GUILTY TO A VIOLATION OF ANY CRIMINAL DRUG STATUTE OCCURRING IN THE WORKPLACE."

APPLICATIONS SUBMITTED FOR CONSIDERATION WILL NOT BE RETURNED TO THE APPLICANT, EXCEPT APPLICATIONS RECEIVED OUTSIDE THE AREA OF CONSIDERATION OR AFTER THE CLOSING DATE.

HOW TO APPLY: ALL APPLICANTS, AGENCY EMPLOYEES AND OTHER D.C. GOVERNMENT EMPLOYEES MUST SUBMIT THE DISTRICT OF COLUMBIA GOVERNMENT EMPLOYMENT APPLICATION, DC 2000 AND OTHER REQUIRED DOCUMENTS AS FOLLOWS:

MAIL TO: Attorney Hiring Committee
Office of Attorney General
441 4th Street, NW, Suite 1060 North
Washington, DC 20001

WALK-INS: 441 4th Street, NW, Suite 1060 N
Washington, D.C. 20001

IN ACCORDANCE WITH THE DC HUMAN RIGHTS ACT OF 1977, AS AMENDED, DC CODE SECTION 2.1401.01 et seq., ("THE ACT") THE DISTRICT OF COLUMBIA DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, MARITAL STATUS, PERSONAL APPEARANCE, SEXUAL ORIENTATION, FAMILIAL STATUS, FAMILY RESPONSIBILITIES, MATRICULATION, POLITICAL AFFILIATION, DISABILITY, SOURCE OF INCOME, OR PLACE OF RESIDENCE OR BUSINESS. DISCRIMINATION IN VIOLATION OF THE ACT WILL NOT BE TOLERATED. VIOLATORS WILL BE SUBJECT TO DISCIPLINARY ACTION.

SALARY REDUCTION OF REEMPLOYED ANNUITANTS: An individual selected for employment in the District government on or after January 1, 1980, who is receiving an annuity under any District government civilian retirement system, shall have his or her pay reduced by the amount of annuity allocable to the period of employment.

OFFICIAL JOB OFFERS ARE MADE ONLY BY THE OFFICE OF THE DEPUTY DIRECTOR FOR HUMAN RESOURCES
